



Community Grants Program Round # - YEAR Guidelines



City of
Greater Geraldton
a vibrant future



Please read the Guidelines carefully prior to completing your Community Grant application. For enquiries or assistance with your application, please contact Council's Treasury Officer on 9956 6940.

The aim of the City of Greater Geraldton's Community Grants Program is to provide assistance to local community groups / organisations that make positive contributions to the quality of life within the Greater Geraldton region.

Applications for Community Grants may be submitted in the following categories:

- Cultural & Heritage Grant – Opportunities for Creativity
- Economic & Tourism Grant – Opportunities for Prosperity
- Environmental Grant – Opportunities for Sustainability
- Governance Grant – Leading the Opportunities
- Social Grant – Opportunities for Lifestyle

Community Grants are offered each financial year for one-off events, activities and / or programs. Applications open DD July and close DD September YEAR.

LOGGING
APPLICATION

YOUR

FOR
INFORMATION

FURTHER

INFORMATION ABOUT
FINANCIAL SUPPORT

All applications must be addressed to:

Chief Executive Officer
City of Greater Geraldton
PO Box 101
GERALDTON WA 6531

An organisation may only submit one application per round of the Community Grants Program.

The level of assistance available through the Community Grants Program is limited by Council's budget allocation for the financial year. No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested.

Please ensure that all sections of the application form have been completed, as the committee is unable to assess incomplete applications.

Community Grants Program
City of Greater Geraldton
Cathedral Avenue
PO Box 101
GERALDTON WA 6531

Phone: 08 9956 6940 Fax: 08 9956 6674 Email: council@cgg.wa.gov.au

Amounts awarded to the successful applicants are final. There will be no opportunity for dispute against the final allocations.

Successful applicants will be required to sign a Grant Acceptance before any funding is released.

Acknowledgement of financial support will be made in accordance with the grant conditions.

FUNDING INFORMATION

The City of Greater Geraldton's Community Grants Program is for funding requests of \$2,001 up to \$20,000.

Applicants can apply for up to 50% of the total cost of the project or a maximum amount of \$20,000 (whichever is the lesser).

Applicants seeking financial assistance of up to \$2,000 are to apply through the Community Grants Project Support Program.

All successful applicants are required to have any outstanding City of Greater Geraldton grants satisfactorily acquitted before any funding will be released.

ELIGIBILITY CRITERIA

Applicants are required to:

- Be a not for profit incorporated body;
- Have a public liability certificate;
- Applicants must be based within Greater Geraldton;
- Have the majority of members of the group / organisation residents of the Greater Geraldton area;
- Submit a detailed budget for the program / project / event;
- Submit the organisation's most current financial statement (audited if available) or the latest treasurer's report covering previous 12 months;
- Be free of debt with the City of Greater Geraldton

SELECTION CRITERIA

Applicants must demonstrate:

- The community impact the program / project / event has on the residents of Greater Geraldton;
- The level of support for the program / project / event from other resources;
- Alignment to the City of Greater Geraldton's Strategic Community Plan.

Each applicant will be assessed against the selection criteria outlined above. Council endeavours to ensure access and equity in its grants programs, and an even distribution throughout the municipality.

COUNCIL FACILITIES / RESOURCES

If the program / project / event impacts at all on Council facilities and / or resources, it will be a condition of funding that Council approves the nominated project and endorses the recommendations made by the Greater Geraldton Community Grants Committee before a Funding Contract is offered.

INELIGIBLE APPLICANTS

Applicants are ineligible for funding if:

- Previous Council grants are not satisfactorily acquitted; or
- They are an unincorporated group, political or for-profit group; or
- They are a government agency; or
- They are requesting grants for events held outside the City of Greater Geraldton; or
- The program / project / event has been successful in securing funding in the past twelve months through the City of Greater Geraldton Community Grants Program; or
- The program / project / event has already received financial assistance from another source offered by the City.

INELIGIBLE ITEMS

The following will **not** be considered for funding:

- Private / commercial ventures;
- Events / activities / programs to repair design faults;
- Events / activities / programs under litigation;
- Relocation costs;
- Retrospective funding;
- General wear & tear or renewal of plant, furniture or equipment;
- Recurring operating costs (i.e. staff wages, utilities)
- Support for an individual pursuit;
- Commercial activities;
- Events / activities / programs that do not involve the Greater Geraldton region;
- Events / activities / programs that are exclusive to the group / organisation's members;
- Events / activities / programs that are to be held outside of the Greater Geraldton region;
- Events / activities / programs with the main purpose of raising funds for distribution back to the community;
- Events / activities / programs that already receive, or have secured, financial assistance from another source of funding offered by the City;
- Events / activities / programs that have received funding in the past twelve months through the City of Greater Geraldton Community Grants Program.

GRANT CATERGORIES

Cultural Grant – Opportunities for Creativity

The Cultural Grant aims to provide financial assistance to projects that target our heritage, multiculturalism, the arts and education.

Projects under this category could relate to:

- Aboriginal culture
- Cultural diversity
- Heritage
- Cultural events

For more information regarding the Cultural Grant and outcomes, please refer to the City's Strategic Community Plan.

Economy Grant – Opportunities for Prosperity

The Economy Grant aims to provide financial assistance to projects that embrace a highly diversified economy.

Projects under this category could relate to:

- Developing youth employment opportunity programs
- Developing indigenous economic opportunities
- Events to launch relevant programs

For more information regarding the Economy Grant and outcomes, please refer to the City's Strategic Community Plan.

Environmental Grant – Opportunities for Sustainability

The Environmental Grant aims to provide financial assistance to projects that are founded on the principles of sustainable development, protecting and managing our natural environment and resources.

Projects under this category could relate to:

- Community education relating to sustainability and resource management
- Raising awareness for environmental concerns

THE APPLICATION FORM

HOW AND WHEN WILL I BE NOTIFIED

- Sustainability events

For more information regarding the Environmental Grant and outcomes, please refer to the City's Strategic Community Plan.

Governance Grant – Leading the Opportunities

The Governance Grant aims to provide financial assistance to projects that implement leading business, operational system and governance frameworks.

Projects under this category could relate to:

- Creating leadership skills
- Capacity building within community organisations
- Facilitating partnerships for collaborative governance and delivery

For more information regarding the Governance Grant and outcomes, please refer to the City's Strategic Community Plan.

Social Grant – Opportunities for Lifestyle

The Social Grant aims to provide financial assistance to projects that provide services in relation to health, social development and general wellbeing.

Projects under this category could relate to:

- Youth
- Seniors
- Disability
- Crime prevention
- Sport and recreation
- Education and training
- Community events

For more information regarding the Social Grant and outcomes, please refer to the City's Strategic Community Plan.

There is one application form which can be used for all grant categories. All applications should be typed or neatly handwritten on the form provided. Should attachments be necessary, please number the pages and staple in the left hand corner.

Please do not bind applications

Applications are assessed against the selection criteria by the Greater Geraldton Community Grants Committee before being submitted for approval by the CEO, who has delegated authority from Council to ensure that the proper process has been followed and to authorise the recommendations made by the Greater Geraldton Community Grants Committee.

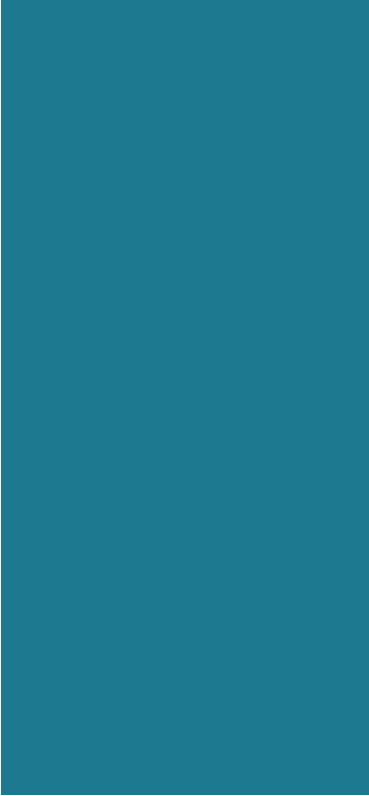
You will receive correspondence acknowledging your application within two weeks of the advertised closing date which will list a Grant Reference Number. If you do not receive this within two weeks, please contact the Treasury Officer of 9956 6940.

You will receive correspondence advising whether your application has been successful or not within eight weeks of the closing date of the program. Should the City not be able to advise the results before this time, you will be informed of when the outcomes will be available.

Successful Applicants

If your application for funding is successful, you will receive the following:

- Funding Contract

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- 'Promoting Your Grant' Marketing Guide
 - Progress Report Template (if applicable)
 - Acquittal Template

The Funding Contract will include Terms and Conditions of the grant, any special conditions that may have been attached to your grant and GST information. You will need to complete and sign the Grant Acceptance before any funding will be released.

Council may offer a lower funding amount than requested and may place conditions on, or be specific about, the items in the budget that it is offering to fund. This may also require applicants to revise their original budget and proposal outcomes to show that the proposal can still be completed and the outcomes achieved.

Unsuccessful Applicants

Failure to receive funding is not necessarily due to a poor application, but may be result of the demand for funds.

For feedback on your grant application, please refer to the contact phone number given in your notification letter. You may wish to consider submitting your application through another grants program.

A Guide to Answering the Application Form Questions

Some useful tips

- Keep responses to the questions clear and concise
- Signed original applications must be provided
- Keep a photocopy of the completed application for your records
- If you need to attach additional information or answers, ensure that they are clearly labelled

The following contains helpful information that will assist you in completing the Community Grants Application Form.

Organisation – This is your organisation's full legal name that appears on official documents and legal papers, such as your Certificate of Incorporation.

Contact Person – This is the person to whom correspondence and enquiries will be directed to. This is normally the person who will manage the project.

Incorporation – Transpose your incorporation number as it appears on your Certificate of Incorporation.

If you are an unincorporated organisation, you will be required to obtain a Sponsoring Body, who must be incorporated, that agrees to accept legal and financial responsibility for the grant. If you are not incorporated and do not have a sponsoring organisation, you are ineligible to apply for funding.

GST Registered? You will need to indicate if your organisation is GST registered. You can check your GST status on the Australian Business Register website at www.abr.business.gov.au

ABN – If you have an Australian Business Number (ABN), you will need to provide the 11 digit number in the space provided.

Public Liability – You will need to attach your current public liability to demonstrate to Council that you have the appropriate insurance to cover the activities outlined in your application.

Sponsor Details – If you are an unincorporated organisation, you will need a Sponsoring Body that is incorporated and agrees to accept legal and financial responsibility of the grant. If you are not incorporated and do not have a sponsoring organisation, you are **ineligible** to apply for funding.

Project Name and Brief Description – The project name and description should give a clear description of what your project is about.

Commencement Date - Your project cannot commence until you have been notified that your application has been successful and your organisation has completed the funding agreement.

Organisation's Primary Purpose – Your organisations aims, objectives and its role in the community.

Details of Project – The project description should provide details of what your project is about, incorporating qualitative and quantitative information on the activities you will undertake. This needs to be clear and give the City of Greater Geraldton a sound understanding of what activities you want to undertake.

Selection Criteria – Applicants are required to describe how your project meets the selection criteria outlines in the guidelines.

- Linkage to the City of Greater Geraldton's Strategic Community Plan
- The benefit to the people of the Greater Geraldton region
- The capacity of the applicant to successfully complete the project

How Did Your Organisation Identify The Need? This should describe why your project is necessary, including specific information about the origin of the problem(s) you wish to address. You need to identify any consultation you have undertaken in the planning of the project, addressing the project need.

Suggestion on who to consult with may include:

- Your club / organisation committee
- Your local government authority
- Education and training providers
- Relevant sporting / recreation / service / community bodies
- Suppliers of goods and services
- Your club / organisation members
- The community

Main Location of Activities For Your Project – This will be the location of the proposed site of your project.

Who Will Be Involved? List all who will be involved in the project including any partnering organisations. Partners may have different roles that include: pooling of resources, in-kind support, provision of expertise and agreement to work together.

Budget – What Are The Costs Associated With Your Project? You are required to provide a breakdown of all the costs associated with delivering your project. Provide as much costing details as possible. Do not summarise all costing's on one line item on the table. For any items over \$500 a quote must be provided for verification of costing's.

Council will fund up to 50% of the total cost of the event / activity / program or a maximum amount of \$20,000 (whichever is the lesser) for projects.

Note: All amounts are to be exclusive of GST. Volunteer staff can be costed at \$25 per hour for non-skilled labour and at relevant rates for professional services.

BUDGET (EXAMPLE ONLY)

Please supply total budget details for this event / activity / program (include quotes etc. for verification).
All amounts are to be exclusive of GST.

CASH SOURCES *(The project should not show a deficit – if it does this amount should be shown as your contribution. If there is a surplus please provide details of how the surplus will be utilised below)*

| INCOME | | |
|--|-------------------------------------|------------------|
| City of Greater Geraldton Community Grant | | \$ 3,000 |
| Applicant Cash | | \$ 5,000 |
| Please list other Cash and Contribution Sources (e.g. additional grants, sponsorships, donations, ticket sales, fees etc.) | | |
| Ticket Sales | | \$ 2,000 |
| | | \$ |
| TOTAL CASH INCOME | A | \$ 10,000 |
| EXPENDITURE <i>(Please mark the items that are to be covered by CGG Grant)</i> | | |
| Advertising / Promotion | <input checked="" type="checkbox"/> | \$ 2,000 |
| Catering | <input type="checkbox"/> | \$ 4,000 |
| Security | <input type="checkbox"/> | \$ 500 |
| Venue Hire | <input type="checkbox"/> | \$ 1,500 |
| Entertainment | <input checked="" type="checkbox"/> | \$ 2,000 |
| | <input type="checkbox"/> | \$ |
| TOTAL CASH EXPENDITURE | B | \$ 10,000 |
| NET CASH SURPLUS / (DEFICIT) (A - B) | C | \$ NIL |

| IN KIND SOURCES <i>(In Kind Income and In Kind Expenditure should balance out – there should be no surplus or deficit)</i> | | BUDGET |
|--|----------|-----------------|
| INCOME | | |
| Applicant In Kind | | \$ 1,975 |
| Please list other In Kind Sources | | \$ |
| | | \$ |
| TOTAL IN KIND INCOME | D | \$ 1,975 |
| EXPENDITURE | | |
| Project Management / Administration | | \$ 625 |
| Printing / Postage / Phone | | \$ 100 |
| Volunteers (10 volunteers x 5 hours @ \$25 / hour) | | \$ 1,250 |
| | | \$ |
| TOTAL IN KIND EXPENDITURE | E | \$ 1,975 |
| NET IN KIND SURPLUS / (DEFICIT) | F | \$ NIL |
| NET PROJECT SURPLUS / (DEFICIT) (C + F) | G | \$ NIL |

Note: Volunteer staff can be costed at \$25 / hour

Additional Information – You **MUST** attach additional information as part of your application. This includes:

- A copy of your constitution
- A copy of your organisation's latest financial statement (if available please send audited copy)
- A copy of your Certificate of Incorporation
- A copy of your current Public Liability Insurance Certificate
- Copies of quotes for all items of \$500
- Letters of support from groups etc. relevant to your project *(please note that if your event / activity / program directly relates to a specific group or organisation a Letter of Support must be provided from them. Any Letters of Support from any City of Greater Geraldton Officer or Councillor provided as part of your application will automatically be disregarded)*

If Required:

- An endorsed letter from the sponsoring organisation

Note: Applications which do not provide the additional information as requested will not be assessed.

For enquiries or assistance with your application, please phone Council's Treasury Officer on (08) 9956 6940.